



## Appropriate Use of the MSU Extension Anti-discrimination Statement

The Michigan State University Extension anti-discrimination statement (also known as a “public notification statement” or “indicia”) is intended to inform the public that:

- MSU Extension is an affirmative-action/equal-opportunity employer.
- MSU Extension programs are open to all.

This document outlines the rules for appropriate use of the anti-discrimination statement and several other, related statements that must sometimes appear in combination with it. (**Note:** *Some MSU Extension programs, such as SNAP-Ed, EFNEP and 4-H, have additional statements and anti-discrimination disclaimers. The rules for using those program statements are discussed elsewhere.*) The rules covered here apply to all communication, marketing, promotional, and educational materials created by any:

- MSU Extension employee.
- MSU employee or outside vendor who is working under the direction of any MSU Extension employee.

Any version of the anti-discrimination statement and any related statements discussed in this document must be formatted in at least 8-point type and in a readable typeface such as Times New Roman or Arial. Please copy whichever version of the statement is appropriate for your intended use directly from this document into your materials.

### The Default Statement

The full version of the MSU Extension anti-discrimination statement follows.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Quentin Tyler, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned.

This version must appear on:

- Any document that references another party’s product or services.
- All brochures, bulletins, promotional materials, flyers, annual reports, conference programs and newsletters.
- All webpages – either via a link leading to it on a disclaimer page (such as <https://www.canr.msu.edu/disclaimer>) or in full on each page.

**Note:** An abbreviated version of the statement may be used when space is limited (see the next section). Even if space is tight, however, if commercial products or trade names are mentioned, the full statement is required.

**To contact an expert in your area, visit [extension.msu.edu/experts](https://extension.msu.edu/experts) or call 888-MSUE4MI (888-678-3464)**

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## The Abbreviated Statement

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The abbreviated version follows:

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

This version may be used in place of the full statement:

- On printed and electronic materials that don't have enough room for the full statement.
- Below the signature lines of email messages sent by MSU Extension staff members from their MSU or MSU Extension accounts.
- On letterhead. (**Note:** Letterhead must also include the following: "Michigan State University, U.S. Department of Agriculture and counties cooperating.")

## Meeting Notices, Registration Materials & Accommodations Statement

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To comply with the Americans With Disabilities Act, the following paragraphs must appear together on all meeting notices and registration materials.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Persons with disabilities have the right to request and receive reasonable accommodations.

Accommodations for persons with disabilities may be requested by contacting <insert name of office contact> at <insert telephone number> by <insert date> to make arrangements. Requests received after this date will be fulfilled when possible. (Please allow no less than one week for short programs and no less than one month for overnight programs.)

## MSU Extension Position Description Statements

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The university will ensure that all MSU employment postings contain equal employment opportunity language.

The following paragraphs must appear together on all MSU Extension employment position descriptions.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension employment opportunities are open to eligible/qualified persons without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. MSU is committed to achieving excellence through cultural diversity. Persons with disabilities have the right to request and receive reasonable accommodations.

The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.

## Paid Job Advertisement Statements

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When advertising rates are based on the size of the advertisement and the cost is a substantial obstacle, the following options may be used.

Option 1 (preferred):

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.

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To contact an expert in your area, visit [extension.msu.edu/experts](http://extension.msu.edu/experts) or call 888-MSUE4MI (888-678-3464).



Option 2 (acceptable only when space is at an absolute premium):

MSU is an affirmative-action, equal-opportunity employer.

For more information and guidance, contact the MSU Extension HR team at [msue.hr@msu.edu](mailto:msue.hr@msu.edu) to discuss advertising for recruitment purposes.

### **Still confused? Answers are at your fingertips!**

If you're still not entirely sure how and when to use the different versions of the anti-discrimination statement, read the "Anti-Discrimination Statement Frequently Asked Questions" document. It is posted on the Compliance Resources page (<https://bit.ly/2Oh4SnM>) of the MSU Extension Organizational Development site under the heading "Anti-Discrimination Statements."